

N.B. The term medical condition within this policy refers to a long term/complex condition that will impact the young person for most of their schooling. It does not refer to pupils who require short term administration of medicines such as antibiotics for short term illnesses.



SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

The named member of school staff responsible for this medical conditions policy and its implementation is **Miss R. Eva**. Her role is Assistant Headteacher.

This policy is available to all staff, governors, parents/carers and health professionals via the school website (www.grange.newham.sch.uk) or by asking at the school office.

The school works in partnership with parents/carers, pupils, governors, school staff and healthcare professionals to ensure this policy is planned, implemented and maintained successfully.

RATIONALE/FUNDAMENTAL PRINCIPLES

This policy is written in line with the duties detailed in section 100 of the Children and Families Act (2014), and the Equality Act (2010). The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

It is recognised that some pupils with medical needs may also have special educational needs (SEN). For these pupils this policy should be read in conjunction with the SEND policy and SEND information report.

POLICY STATEMENT

- Grange Primary School is an inclusive community that welcomes and supports pupils with medical conditions.
- We provide all pupils with any medical condition the same opportunities as others at school.

- We will endeavour to ensure they can be healthy, stay safe, enjoy and achieve and make a positive contribution.
- We make sure all staff understand their duty of care to children in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- At Grange Primary School we understand that certain medical conditions are debilitating and potentially life threatening, particularly if ill managed or misunderstood.
- We understand the importance of medication and care being taken as directed by healthcare professionals and parents/carers.
- All staff understand the medical conditions that affect pupils at Grange Primary School. Target staff working with the pupils receive training on the impact the medical conditions can have on the pupils.

POLICY FRAMEWORK

Grange Primary School is an inclusive community that supports and welcomes pupils with medical conditions through:

- Providing children with medical conditions with the same opportunities and access to activities (both in school and off site) as other pupils.
- Ensuring all reasonable adjustments are made to enable pupils with a medical condition to be fully included in all aspects of school life. This includes ensuring a trained member of staff is always available to accompany a pupil with a medical condition on any off-site activities. Risk assessments will be produced to identify and manage any risks that may arise.
- Ensuring all arrangements are made to support a child with a medical condition before they start school. No child will be denied admission to the school because of their medical condition.
- Listening to the views of the pupils and parents/carers.
- Ensuring confidentiality and the dignity of the pupil and their family is continually respected i.e. medical information is shared on a 'need to know' basis.
- Ensuring pupils and parents/carers feel confident in the care they receive from the school and that the level of care meets the needs of the child.
- Ensuring staff understand the medical conditions of pupils within the school and that they can be serious and adversely impact on the child's quality of life and learning ability.
- All staff providing a duty of care to children and knowing what to do in the event of an emergency.
- Focusing on the needs of each individual child, understanding that all children with the same medical condition will not have the same needs.
- Ensuring all staff understand and support the medical conditions policy.

Whenever the school is notified a pupil has a medical condition the following procedure will be followed:

- Miss Eva will inform the school nurse.
- For a new admission Miss Eva/school nurse will contact all relevant health professionals to gain the medical information required.

- A meeting will be held between Miss Eva, parents/carers, school nurse and as required other healthcare professionals to discuss the child's medical support needs, and whether an individual healthcare plan (IHP) is needed.
- If required a meeting will be held with all above relevant parties, including the child if appropriate, to develop an IHP.
- Staff will be trained, where necessary, to administer required medications.
- The child's IHP and/or all other relevant information will be shared with key staff e.g. class teacher, teaching assistant, catering staff etc.

What is included in an individual healthcare plan (IHP):

- An IHP provides information about exactly what care a child needs in school, when they need it and who is going to give it.
- It will detail the child's medical condition, triggers, signs, symptoms, medication (including timings, dose, any side effects, storage), equipment needed, facilities available, dietary requirements as necessary. It will also detail any measures that need to be taken to ensure the child remains safe throughout the school day.
- If a child is competent to manage their own health needs they will self-manage their medication, in agreement with parents/carers. This will be recorded on the IHP.
- Emergency procedures will be detailed on the IHP, including contact details. A copy of the IHP will be made available to the emergency services.
- An IHP will also contain any risks to the pupil's education, behaviour, health and/or social wellbeing, and identify ways in which to manage these.
- Miss Eva is responsible for developing IHPs, in liaison with relevant health professionals, parents/carers and the child themselves where applicable. All parties present will sign the IHP in agreement to the decisions made, and will receive a copy of this.
- An IHP will be reviewed at least annually or more regularly if the needs of the child change.

All staff understand the school's general emergency procedures:

- All staff, including temporary or supply staff, are aware of the medical conditions of pupils in the school, and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- The school nurse will provide training for common conditions such as allergies, asthma, epilepsy etc., including what to do in an emergency.
- School staff are aware of what constitutes an emergency for an individual child, and where their emergency medication/equipment is located. This is never kept locked away. Emergency medication/equipment is always carried on off-site activities. Pupils can carry this themselves if this is appropriate.
- In an emergency the child's parents will be contacted as soon as possible.
- Should a child need to be taken to hospital and parents have not arrived, a member of staff will stay with the child until the parent arrives, or will accompany them to hospital in the ambulance.

- The senior leadership team reviews all medical emergencies and incidents to see how they could have been avoided, and alters school policy according to these reviews.

We have clear guidance on administering medication at school:

- We understand the importance of medication being taken, and care received as detailed in a pupil's IHP.
- Medication will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where possible medicines should be prescribed in frequencies that enable them to be taken outside school hours.
- We ensure that all staff supporting a child with medical needs have received appropriate training, delivered by a qualified healthcare professional, and have been assessed as being competent. This will include administering medications. The school keeps an up to date record of all training undertaken and by whom. Staff receive refresher training every year or two years in line with health professionals recommendations.
- The Senior Leadership Team are responsible for ensuring staff undergo relevant training.
- There will always be more than one member of staff who has been trained to administer medication, and meet the care needs, of an individual child. Therefore ensuring there are sufficient trained staff to cover absences and staff turnover.
- Supply teachers are informed of any child's medical condition through information contained in the front of the register. They will not be required to administer any medication.
- We will not give medication (prescription or non-prescription) to a child under 16 without a parent's/carer's written consent, except in exceptional circumstances.
- We will not give any child under 16 aspirin, unless prescribed by a doctor.
- When administering medication, e.g. pain relief, staff will check the maximum dosage and when the previous dose was given.
- Parents/carers know that they need to inform the school immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parents/carers are informed and the school's disciplinary procedures are followed.
- Before administering any medication staff should be trained and feel confident with the procedures. Parents/carers need to have given consent for this medication to be administered, and all procedures must be adhered to by staff. If this is the case the member of staff will not be held responsible for any accident in the administration of the medication. This school's governing body has made sure that there is an appropriate level of insurance and liability cover in place.

We have clear guidance on the storage of medication/equipment at school:

- If a child is competent to manage their own health needs they may carry their own medication/equipment if appropriate, or they will know exactly where to access it.

- We will make sure that all medication is stored safely and is easily accessible. Pupils with medical conditions know where their medication is kept at all times.
- No medication will be stored in general first aid boxes.
- We will only accept medication that is in date, labelled, and in its original container including instructions for administration, dosage and storage.
- All medication should be replaced **before** the expiry date to ensure the school is never without safe medication.
- It is the responsibility of the parents/carers to replace any out of date medication.
- When a medication is no longer needed, or is out of date, it will be returned to the parents/carers for safe disposal.
- We dispose of needles and other sharps in line with local authority policies. Sharps boxes are kept securely at school and will accompany a child on off-site activities. They are collected and disposed of in line with the local authority procedures.

We have clear guidance about record keeping:

- As part of the school's admission's process and annual data collection parents/carers are asked if their child has any medical conditions.
- Information will be shared with school staff on a 'need to know' basis, therefore, retaining confidentiality. Information will not be shared without consent from the parents/carers.
- Miss Eva keeps a register of all pupils with an IHP, including a copy of their plans. This is easily accessible in the event of an emergency.
- When a child with an IHP is attending an overnight or extended day visit a meeting will be held with parents/carers, relevant healthcare professionals and the pupil, where appropriate, to make plans for any extra care requirements that may be needed. This will be attached to the child's IHP which will accompany them on the visit.
- An accurate record is kept of all medication administered, including the dose, time, date and signature of the member of staff administering the medication/supervising the child if they are self-medicating.
- Staff will always check the record before the next dose of medication is given to ensure the correct dosage and frequency is adhered to.
- Parents will always be informed if their child has been unwell at school.
- When a child transfers to another school all medical information and records are passed on.

Our whole school environment is inclusive, including the physical environment, social, sporting and educational activities:

- We are committed to providing a physical environment that is accessible to pupils with medical conditions. Pupils are consulted to ensure this is the case.
- We will also aim to ensure all out of school activities are accessible for pupils with medical conditions.
- The needs of pupils with medical conditions are considered to ensure their involvement in all activities both in the school context and during extended and residential visits.

- Pupils with medical conditions are encouraged to participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child. Appropriate adjustments and support are provided where necessary.
- We understand the importance of all pupils taking part in off-site activities and physical activity. All relevant staff make reasonable and appropriate adjustments to such activities in order to ensure they are accessible to all pupils. This includes after school clubs and team sports. Risk assessments will be conducted where necessary as part of the planning process to take account of any additional controls required for an individual pupil's needs.
- All staff are aware that pupils should not be forced to take part in activities if they are unwell. They are also made aware of pupils who have been advised to avoid/take precautions during physical activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- Staff ensure that pupils have the appropriate medication/equipment/food with them during physical activity.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- All staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a child's medical condition. No child will be penalised for their attendance if their absences are related to their medical condition.
- If a pupil with a medical condition is struggling to keep up academically they will be referred to the Inclusion Manager, who will liaise with medical professionals, parents/carers and the pupil.
- Where a child is returning to school after a long term absence (which required them to be educated in an alternative provision), the school will work with the local authority, parent/carer, healthcare professionals and previous education provider to ensure the child has a smooth reintegration to mainstream school life.
- We are committed to keeping in touch with a child/their family when they are unable to attend school because of their medical condition.

Each case will be judged individually and with reference to the child's IHP. However, it is not generally acceptable to:

- Prevent children from accessing and administering their medication when and where necessary.
- Assume every child with the same medical condition requires the same treatment.
- Ignore the views of the child and/or their parents/carers, or ignore medical advice/evidence.
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHP.
- Penalise children for their attendance record if their absences relate to their medical condition e.g. hospital appointments.

- Prevent pupils from eating, drinking or taking toilet breaks whenever they need to in order to manage their medical condition effectively. This would be specified in their IHP.
- Require parents of pupils with medical conditions to attend school to administer medication or provide medical support to their child, including with toileting issues.
- Prevent children from participating in any aspect of school life, including school visits e.g. by requiring parents to accompany their child.

Complaints:

- Should anyone wish to make a complaint about any aspect of this policy or its implementation in the school they should contact Miss Eva, the Inclusion Manager.
- If they do not feel entirely satisfied with the response given then they can contact Ms Power, the deputy head teacher or Ms Carter, the head teacher. Please see the school's handling complaints policy for more information.

ROLES AND RESPONSIBILITIES

Provision and support for pupils with medical conditions is a matter for the school as a whole.

The role of the governing body:

In terms of legal duties, governing bodies must have regard to the Children's and Families Act (2014) section 100 to ensure pupils with medical conditions are fully supported in school to enable them to access the curriculum fully.

Our governing body will:

- Ensure this policy is fully developed and implemented effectively in the school, and report to parents on its implementation.
- Ensure pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
- Ensure that sufficient staff have received suitable training and are competent before they take on the responsibility to support a child with medical needs.
- Ensure all relevant information is made available to school staff that are supporting a pupil with medical needs.

The role of the headteacher:

- Working with the governing body to ensure this policy is fully developed and implemented effectively in the school.
- Ensure all staff are aware of this policy and understand their role in its implementation.
- Ensure that all staff who need to know are aware of the child's condition.
- Ensure there are sufficient trained numbers of staff to implement the policy and deliver what is detailed in a child's IHP, including in emergency situations.
- Headteachers have overall responsibility for the development of IHPs. However, at Grange this responsibility has been delegated to Miss Eva, Inclusion Manager.

- Ensure that any child who has a medical condition that may require support at school is known to the school nursing team or other health professionals.
- Ensure that school staff are appropriately insured, and are aware that they are insured to support pupils with medical conditions, following the procedures outlined in their IHP.
- Keep the governing body fully informed regarding the provision and support for pupils with medical conditions within the school.
- Follow up any complaints made regarding the implementation of this policy.

The role of school staff:

- Any member of school staff may be asked to provide support to a pupil with a medical condition, including the administration of medication. However, they cannot be required to do so.
- Although administering medications is not part of a teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.
- School staff will receive sufficient and suitable training and will be required to reach the necessary level of competence before they take on the responsibility of supporting a child with a medical condition.
- Any member of school staff should know what to do and respond accordingly when they become aware a pupil with a medical condition needs help.
- All members of school staff should know what to do in the event of an emergency.

The role of the school nurse:

- Needs to notify the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this will be done before the child starts at the school.
- They will be requested to attend the meeting to devise a child's IHP, and future reviews.
- They may be requested to support staff in implementing a child's IHP.
- Will deliver specific training in school e.g. for administering epipens.
- Will meet with parents as required.
- Provide advice and liaison for school staff as requested.

The role of other healthcare professionals:

- This can include GPs, paediatricians, nurse specialists/community nursing team, health visitor.
- They should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support in school.
- They should work closely with the school nurse to ensure a coordinated approach for the pupil.
- They may be requested to attend IHP meetings and reviews if appropriate.
- Provide advice and liaison for school staff as requested/deemed necessary.

The role of the pupils:

- They will be fully involved in discussions about their medical support needs.
- Where appropriate they will be involved in the development and review of their IHP.

- They will agree to comply with their IHP and follow the procedures laid out in it.
- If they are self-medicating they will ensure they use their medications safely and do not attempt to give them to any other person.

The role of the parents/carers:

- They will provide the school with sufficient and up to date information about their child's medical needs.
- They may be the first to notify the school of their child's medical condition.
- Will be involved in the development and review of their child's IHP.
- Will be required to carry out any action they have agreed to as part of the implementation of the IHP.
- Are responsible for ensuring there is always in date medication stored in the school, and medicines that have expired are disposed of safely.
- Ensure all medication provided to the school is labelled and in its original container including instructions for administration, dosage and storage.
- Provide up to date contact details so that there is always someone who is contactable in the event of an emergency.

Policy written: October 2015

Agreed by governors: November 2015

Review date: October 2018

This is a statutory document. It will be reviewed every three years or more frequently where there are changes to legislation or school circumstances.